

# COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

## Minutes of Public Meeting

August 29, 2000

The meeting of the Colusa County Children and Families Commission was called to order at 3:10 p.m. in the Morse Conference Room at the Colusa Public Library, 738 Market Street, Colusa, California. Commissioners Nolan Gonzales, Barbara Hankins, Nancy Parriott, and Christy Scofield were present, constituting a quorum.

Items discussed in accordance with the publicly-posted agenda were as follows:

1. Approval of Minutes: August 15, 2000 Meeting

Commissioner Hankins moved to approve the minutes; motion seconded by Commissioner Gonzales. The motion was passed unanimously by voice vote (3/0). One correction was noted later in the meeting; on page 2 of the minutes, agenda topic 4, third paragraph should read “Roy Martin, the Child Abuse Prevention Coordinator who was contracted...”

2. Review Draft Version of the Countywide Strategic Plan for Early Childhood Development and Approve Issuance for Public Comment

An in-depth review and discussion of the draft plan occurred; questions that were raised and changes made to the draft are itemized below.

- Acknowledgements – remove Caroline Kappli from list of Advisory Council participants (maiden name of Caroline Roady, also listed) and change description of SEI’s role to “vitally” important.
- Pages 3 and 25 – Change the description of the strategy for objective 1.2.2 to read “Add/upgrade age-appropriate play equipment in existing community parks and public recreation areas...” This change recognizes that not all communities have parks; for example, in Grimes and Maxwell, the schools serve as parks and gathering areas for children.
- Page 23 – Change the first paragraph and last paragraph to use the term “potential partners” instead of simply “partners” to be consistent.
- Page 24 – Add clarifications that parent education is intended to provide information on early childhood development stages, child health, and other relevant topics that also relate to the other strategic goals and objectives.
- Page 26 – Under objective 2.1.1, strategy B read “provide specialized trainings to professional caregivers on nurturing and child safety...” in the draft. The intent of the Commission is (1) to invest in the education and training of professionals in general so they have the knowledge and skills necessary to better assist parents and children, and (2) the Commission itself will not be providing training but would fund others to implement this strategy. After discussion, it was decided to change the wording to delete the word “caregivers” and to clarify that many types of professionals (child care providers, nurses and other health care providers, social workers and others) should be considered for training.
- Page 40 – Change the first funding cycle to end on June 30, 2001, and have future funding cycles run from 7/1 – 6/30 so that the Commission’s fiscal year is aligned with the County.
- Pages 41 and 42 – The description of the allocation process was reviewed, with the Commission indicating that it does reflect their intent (with the changes contained in these minutes).

- Page 42 – Change step 3 at the top of the page to indicate “staff may take an active role in resource development” and strike the reference to grant writing. The draft made it sound like the Commission itself would be doing grant writing on behalf of other agencies, which was not the intent and is not a role that can be filled by the Commission.
- Page 42 – A discussion occurred regarding whether the Funding Cycle description should be amended to allow for a “mini-grant” process whereby organizations could apply periodically, such as quarterly, for small grants under \$5,000 rather than only allowing funds to be released once a year. After further deliberations, it was decided that this change would not be made right now in the strategic plan, but that the Commission would consider creating a mini-grant pool in the second year of funding (fiscal year starting 7/1/2001).
- Page 42 – A question was asked whether there were restrictions on what the Commission could spend its money on. For example, it is acceptable to fund buildings and equipment? The answer given by Mike Smith was that there are no restrictions in the law regarding what the Commission could fund, as long as it is focused on the prenatal – age 5 group and is in line with the goals, objectives and strategies in the strategic plan. Funding can be allocated for services, planning efforts, capital assets like buildings and equipment, and other types of expenditures.
- A question was raised as to how many children age 0 – 5 are in Colusa County. The answer is 1,850 – 1,950 depending on the figures used. This should be highlighted better in the strategic plan; the number was buried in a table on page 14 in the draft.

The process and logistics for obtaining public input on the plan were developed. The following guidelines were set for the public input process:

- Caroline Roady, the Planning Coordinator for the Local Child Care Planning Council, distributed a draft flyer for review and a list of places where the strategic plan can be made available for public input. Distribution locations include all public libraries, Head Start classrooms and day care centers, School District offices, WIC office, Children’s Services office, Chambers of Commerce, Public Health and other medical offices, Special Education office, and other public offices. Ms. Roady offered to print flyers and distribute both the flyers and the strategic plan draft; this offer was gratefully accepted.
- An expanded executive summary of the strategic plan will be developed by Mike Smith. Ms. Roady will coordinate getting the summary translated into Spanish. The summary will come with a cover letter and other guidance to explain to parents how they can get more information about the Commission and how they can provide input on the plan.
- Judy Lorenz in the Department of Health and Human Services can take care of getting copies made. 200 copies of the executive summary will be made in each language (English and Spanish) to start, as these are intended to be taken by parents and read at home. 50 copies of entire strategic plan will be made; these will be kept “on file” at each of the distribution locations for review by community members but copies will not be handed out unless requested.
- Mike Smith will mail a copy of the entire strategic plan to each person who participated on the Advisory Council. He will also post the strategic plan and information about the public hearing on the Commission’s web site.
- Given the layout of the Colusa Unified School District offices, the public hearing could be held in the theatre and the conference room could be used for child care. Ms. Roady will check on the ability to provide child care and will make the arrangements for child care if regulations will allow such care to be provided at the meeting.
- The whisper system and a translator will be arranged for the public hearing so that Spanish translation is available to anyone who wants it during the hearing.
- Mike Smith will draft an agenda for the public hearing and circulate it to the Commission members for review prior to posting. He is expected to facilitate the hearing.

- Commissioner Scofield agreed to contact James Nair of the Sun-Herald to promote media coverage of the strategic plan and the public hearing. Mr. Nayer will be asked to contact Mike Smith for any additional information needed.

At the conclusion of discussions, Commissioner Hankins moved to accept the proposed strategic plan as amended and prepare the plan for public distribution and comment; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (4/0).

3. Determine Response to County of Colusa regarding Crime Bond Insurance and Other Insurance Coverages

Commissioner Scofield talked with Peggy Scroggins at the County regarding crime bond insurance. The Commission does not have coverage now for losses due to crimes such as embezzlement, but since all fiscal operations are contracted to the County and the County is covered, the Commission can wait to obtain this coverage. The potential need for this type of insurance should be reviewed again in three months, after an Executive Director has been contracted.

4. Information from County Counsel Regarding the Legal Structure of the Commission and Conflict of Interest Provisions

Don Stanton, County Counsel, has been talking with other County Counsels regarding legal structure issues (whether to be a free-standing public entity or a county agency) and conflict of interest provisions. Some other counties are investing significant time and money into resolving these issues. Mr. Stanton's advice is to wait until a reasonable number of other counties have taken action, then use the information gathered by the other counties to make a determination about the best course of action for Colusa County.

5. Status of Solicitation for Applicants to Contract for the Executive Director Position

Cindy Lovelace at County Personnel has modified the draft position description and will be distributing it tomorrow. Notices will be placed in the Sun Herald, Appeal Democrat, and Chico Enterprise, but not in the Sacramento Bee at this time. Notices will be posted at areas colleges, Yuba College Career Resource Center, and various web sites (including the Commission's web site). People who recently applied for the Small County Initiative coordinator position will also be notified. The application time should be extended to at least Monday, September 18, at 5:00 p.m. since the position is being posted a little later than originally planned.

6. Review Outstanding Invoices and Approve Payment of Expenses

Commissioner Parriott moved to approve a \$50 stipend for a Spanish translator for the September 12<sup>th</sup> public hearing, such cost to be paid by SEI and reimbursed by the Commission; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (4/0).

Commissioner Parriott then moved to approve the budget for office setup costs as contained in the meeting package, with the total amount of office setup expenses not to exceed \$5300; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (4/0).

7. Public Comment and Unscheduled Matters

The next State Commission meeting will be held on September 21<sup>st</sup> in Ventura. It is expected that the Director's Association proposal for a \$100,000 budget augmentation for small budget counties to cover operational costs will be presented at that meeting.

The revised audit guidelines still have not been received from the State Commission. Mike Smith will follow up immediately to get the revised guidelines and will send them to Commissioner Scofield, who will coordinate with the County Auditor to get the financial audit for the Commission started.

8. Dates for Upcoming Meetings

The next meeting will be held on Tuesday, September 12, from 3:00 – 5:00 p.m. at the Colusa Unified School District, 745 10<sup>th</sup> Street, Colusa. The public hearing for obtaining public input on the proposed strategic plan will follow immediately after from 5:00 – 7:00 p.m.

9. Adjournment

The meeting was adjourned at 5:15 p.m.

Minutes prepared by Mike Smith, consultant to the Commission.